

# CROSS REGISTRATION FORM rev 5-19

<b>STUDENT LAST NAME:</b>		<b>STUDENT FIRST NAME:</b>		<b>STUDENT M.I.:</b>
<b>ADDRESS:</b>				
<b>CITY:</b>			<b>STATE:</b>	<b>ZIP:</b>
<b>LAST 4 SSN:</b>	<b>CELL PHONE:</b>		<b>DOB:</b> ____/____/____	
<b>EMAIL:</b>				
<b>TERM CROSS REGISTERING:</b>			<b>ACADEMIC YEAR: 20__-20__</b>	

- Cross-Registration Status will not be granted retroactively to a registration at another GC3 member. The student must have the Cross-Registration Form completed, including all approvals, upon registration at the Host School.
- The GC3 Cross-Registration Program allows students' access to academic opportunities not available at their own institution. A degree-seeking student at any of the 18 GC3 colleges and universities who meet eligibility criteria may take courses at the other 17 institutions.
- Both the HOME and the HOST institution must approve a cross-registration. The HOME institution is responsible for verifying the student's eligibility and the need to cross-register exists. The HOST institution is not required to permit the cross-registration if space is not available in the requested course section or the student does not meet the required prerequisites.

**STUDENT ELIGIBILITY**

1. The above named student is enrolled in a degree program at the HOME institution.
2. The above named student is enrolled at least half time at the HOME institution during the current term.
3. The above named student was enrolled at least half time at the HOME institution during the previous Spring allowing them to cross-register for the Summer.

**VERIFICATIONS: If the answer to item #1 AND item #2 OR #3 is YES, the student meets student eligibility requirements.**

**COURSE SCHEDULING REQUIREMENTS:** Students may cross-register for a total of 2 courses or 6 credit hours per term. Cross-Registration is intended for students wanting to expand their knowledge or expertise, or who need a course not being offered at their home institution during the term, especially to remain on track to graduate. The intent is not to provide a more convenient course schedule. Cross-Registration should not be approved if the course is scheduled during the term unless a conflict exists which can't be changed and/or the student will not complete their degree on time. Additional approval may be required in such cases.

COURSE #1	FACULTY/STAFF AUDIT	COURSE SCHEDULED AT THE HOME SCHOOL DURING THE TERM LISTED ABOVE	
HOME INSTITUTION:	If the course requested is scheduled at the HOME institution during the term, the Cross-Registration should not be approved unless the conflict keeps the student from completing their degree on time.	CROSS-REGISTRATION APPROVED BY: _____	DATE: _____
HOST INSTITUTION:		CROSS-REGISTRATION APPROVED BY: _____	DATE: _____

**STUDENT HAS PREVIOUSLY REGISTERED AT THE HOST INSTITUTION:**

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ SECTION NO: \_\_\_\_\_ SEM HRS: \_\_\_\_\_

IF ANY, LIST PREREQUISITES FOR THE COURSE CROSS-REGISTERING FOR: student must meet all pre-requisites. Student may provide an unofficial transcript to confirm pre-requisites have been met.  
 Course Number: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Number: \_\_\_\_\_

COURSE #2	FACULTY/STAFF AUDIT	COURSE SCHEDULED AT THE HOME SCHOOL DURING TERM LISTED ABOVE	
HOME INSTITUTION:	If the course requested is scheduled at the HOME institution during the term, the Cross-Registration should not be approved unless the conflict keeps the student from completing their degree on time.	CROSS-REGISTRATION APPROVED BY: _____	DATE: _____
HOST INSTITUTION:		CROSS-REGISTRATION APPROVED BY: _____	DATE: _____

**STUDENT HAS PREVIOUSLY REGISTERED AT THE HOST INSTITUTION:**

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ SECTION NO: \_\_\_\_\_ SEM HRS: \_\_\_\_\_

IF ANY, LIST PREREQUISITES FOR THE COURSE CORSS-REGISTERING FOR: student must meet all pre-requisites. Student may wish to provide an unofficial transcript to confirm pre-requisites have been met.  
 Course Number: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Number: \_\_\_\_\_

**IMPORTANT NOTICE TO STUDENTS**

- If a course is dropped, it is the student's responsibility to notify both the home and host institution's registrar's office;

**AUTHORIZATION:** I hereby authorize \_\_\_\_\_ to send my grades to my HOME Institution upon completion of the above listed courses.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_